



MID-AMERICA PREPARATORY SCHOOL
EST. 2008

10 N. Myers St. – PO Box 300 | Herrick, IL 62431

Parent/Student Handbook

2024-2025

Adopted 5/29/08, Revised 7/9/09, 7/21/10, 6/15/11, 7/18/12, 7/17/13, 8/6/14, 7/22/15, 7/6/16, 7/26/17, 5/2/18, 7/31/19, 7/27/20, 2/25/21, 7/28/21, 7/27/22, 2/21/23, 7/31/23, 3/25/24, 6/24/24

Mapping Your Child's Future to Success!

Proverbs 3:5-6 "Trust in the LORD with all thine heart; and lean not unto thine own understanding. In all thy ways acknowledge Him and He shall direct thy paths."

Have you ever set out on a road trip without mapping out the itinerary before you departed? Most of us probably have done just that only to discover that we were in a quandary. The same might well be true about mapping out your child's future.

We have all experienced the frustration that results from our negligence when we failed to properly map out our road trips. We certainly want to avoid similar frustrations that may subsequently occur from our failure to map out our children's spiritual and academic future.

Each of us must do for our children what they cannot at this point in their lives do for themselves - map out their academic and spiritual future. We, as parents, must commit to our children's highest values and most noble calling.

It is imperative that we, with their cooperation, map out their academic and spiritual future. We begin by taking a long look at our goals and stay on the path that we have mapped out for them to reach the fullest academic and spiritual future, so that they will reach their desired goals and fulfill their God-given calling.

Together we plan to map out a path for our children's lives carefully so that they will most naturally walk the road of faith and discover the purpose God has for their individual lives. At Mid-America Preparatory School, we will not only train the mind in strict academic disciplines, but also the soul and spirit of each child to respect and honor the Lord Jesus Christ so that he/she will become fruitful and productive citizens who contribute to the betterment of our society rather than become a liability.

Bishop Thomas Suey

TABLE OF CONTENTS

GENERAL PHILOSOPHY	4
MISSION STATEMENT	4
NON-DISCRIMINATION STATEMENT	4
UNITY POLICY	4
RECOGNITION	4
ACCIDENTS AND INJURIES	5
ACCREDITATION	5
ADMISSIONS (Grades K - 12)	5
REGISTRATION.....	6
ALLERGIES	6
ARRIVAL PROCEDURES	6
ATTENDANCE	7
BIRTHDAY PARTIES	7
BULLYING POLICY	7
CELL PHONES, ELECTRONIC DEVICES, AND SMART WATCHES	8
CODE OF CONDUCT	8
COMPUTER/TECHNOLOGY USAGE	9
CONFLICT: THE MATTHEW 18 PRINCIPLE	9
ADDRESSING PROBLEMS AND CONCERNS.....	10
SUPPORT STUDENTS AND THE SCHOOL WHEN IN CONFLICT.....	10
DISCIPLINE POLICY	12
BEHAVIORAL CONTRACT	13
ADDITIONAL REASONS FOR DISMISSAL.....	13
WITHDRAWAL FROM MAPS WITHIN THE SCHOOL TERM.....	13
EXPULSION FROM MAPS.....	13
DISMISSAL PROCEDURES	13
DRESS CODE	14
EMERGENCY CLOSING AND INCLEMENT WEATHER	14
EMERGENCY DRILLS	15
FAITH'S LAW	15
FIELD TRIPS AND TRANSPORTATION	15
GRADING	16
9-WEEK TESTING POLICY.....	16
SEMESTER EXAMS.....	16
HIGH SCHOOL ADDITIONAL COURSE OFFERINGS/PROGRAMS	17
HOMEWORK	17
HONOR ROLL	18
ILLNESS	19
LUNCH	19
MAPS FAM (Fundraising and Ministry)	19
MEDICATION ADMINISTRATION POLICY	20
PROMOTION	20
SCHOOL BOARD MEETINGS	21
SCHOOL SUPPLIES	21
STANDARDIZED TESTING	21
STUDENTS DRIVING TO SCHOOL	22

STUDENT RECORDS POLICY.....	22
TRANSFER OF STUDENT RECORDS.....	22
INSPECTION OF RECORDS.....	23
CHALLENGE PROCEDURES.....	23
ACCESS TO RECORDS WITHOUT PARENTAL CONSENT.....	23
DESTRUCTION SCHEDULE FOR STUDENT SCHOOL RECORDS.....	24
SUPERVISION OF STUDENTS.....	24
PHONE USE AND MESSAGES.....	24
VISITORS.....	24
TUITION AND FEES.....	24
TUITION.....	24
REGISTRATION FEE.....	24
CURRICULUM FEE.....	24
DAMAGED TEXTBOOK AND CHROMEBOOK FEE.....	24
ADDITIONAL SERVICES QUARTERLY BILLING.....	25
RETURNED CHECK FEE.....	25
OVERDUE ACCOUNTS.....	25
LATE PAYMENT.....	25
PAYMENT OPTIONS.....	25
FULL-PAYMENT DISCOUNT.....	25
MULTIPLE CHILD DISCOUNT.....	25
MAPS Athletic Policy.....	26
ACKNOWLEDGEMENT OF AGREEMENT OF STUDENT HANDBOOK.....	30
ASBESTOS MANAGEMENT PLAN.....	31

GENERAL PHILOSOPHY

Mid-America Preparatory School (MAPS) is a ministry of Christ Tabernacle Church in Herrick. As such, it adheres to the doctrinal statement of Christ Tabernacle Church. All faculty, staff and administrative personnel have a personal relationship with Jesus Christ. Because of their responsibility to consistently model godly character and lifestyle before our students, all staff members are expected to give evidence of a growing relationship with Jesus Christ.

MAPS recognizes that the parent(s) are most accountable before God for the nurture of their children in the ways of the Lord. Therefore, the school sees itself as an extension of the home. We believe the home, church, and school must be partners in helping the students to grow in discipleship and establishing the relationships and living in obedience to God's Word. MAPS is committed to providing excellence in academics, based on the understanding that God is the author of all truth (John 8:31-32; John 14:6); therefore, every aspect of what is done at MAPS, academics, extra-curricular activities, fine arts, etc., is based on the truth of God's Word and is biblically integrated.

MAPS is committed to developing young men and women who understand and live lives that are based on a biblical worldview, who think and act Christ-like, and who are academically, spiritually, socially and physically prepared to serve the Lord in whatever capacity to which He calls them.

MISSION STATEMENT

The mission of MAPS is to provide a biblically-based, quality education for the children of Christian parents that nurture students to grow in knowledge, conviction, and maturity; therefore, our focus is to equip students with the vision and skills to engage all relationships and culture under the authority of Jesus Christ.

NON-DISCRIMINATION STATEMENT

No person shall be denied enrollment, be denied employment, be excluded from participating in, be denied the benefit of, or subject to discrimination in any program or activity on the basis of sex, race, color, disability, national origin or ethnic group.

UNITY POLICY

MAPS upholds a Unity Policy for our student body, parents, faculty, and staff. This is to stress the importance that the aforementioned groups not speak disparagingly (disapprovingly or judgmentally) or in a disrespectful manner about the leadership of the church or school. We strive to keep peace in this school. This is not only a school policy, but it is a biblical principle as well. The Apostle Paul emphasized unity among the believers in the New Testament church as stated in Ephesians 4:3: "Endeavoring to keep the unity of the Spirit in the bond of peace."

RECOGNITION

As of spring 2019, MAPS is a recognized school by the Illinois State Board of Education. MAPS is committed to maintaining the highest academic expectation in preparation of college/university attendance. The school complies with State and Federal law or regulatory requirements.

ACCIDENTS AND INJURIES

Accidents and injuries will be reported to parents. Parents will be notified of accidents or injuries in writing by way of an “Accident/Injury Report” form, by phone or email. All parents are required to sign a “Consent for Emergency Medical Treatment” statement on the Enrollment Application. Every attempt will be made to contact parents and/or their emergency contact person in the event of illness or injury.

ADMISSIONS (Grades K - 12)

MAPS partners with Christian families who wish to enroll their qualified children in a God-centered learning environment. Because of our commitment to partner with the home, at least one parent (guardian) must give evidence of a Christian testimony, be actively involved in a Christ-centered, Bible-believing, evangelical church and desire an educational setting committed to honoring Christ. This is required for all families of K-12 students.

MAPS follows a non-discriminatory admissions policy. As an educational arm of Christ Tabernacle, the school maintains the right to deny admission to any student/family whose religious beliefs are not compatible with Christ Tabernacle.

Students are admitted upon recommendation of the school administrator. The School Board of MAPS shall enter into a contract with the parents or guardian of the student. This Family Contract will be signed by the parents or guardian of the student, the President of the School Board, and the administrator.

Students who have a negative discipline record, or who have been suspended from the school they attended prior to applying at MAPS, will be considered for enrollment only after verification of full correction of the problem(s) noted. Students’ attendance records at the previous school will also be a major factor in considering enrollment to MAPS. Any student who is deemed as a safety risk to the students, faculty/staff, or property at MAPS will not be granted admission.

Students who have been “expelled,” or otherwise removed, from another school *may* be considered for enrollment at MAPS on a case-by-case basis. The application of said situation will be brought to the School Board for approval.

All new students are accepted on a probationary basis for the first full grading period (quarter) of the semester in which they are enrolled.

Students with advanced health or educational needs may require services beyond the scope and qualifications of the school. The administration may require medical or professional testing clearance in some circumstances if indicated for the welfare of the student and their learning.

Enrollment in MAPS is not considered final until all required documentation is received and registration fees are paid.

The following are required:

1. Completed registration form (Enrollment Application)
2. Signed statement that Parent/Student Handbook has been read
 - a. Students in Grades 5-12 must sign the statement as well as parents
3. Signed and dated Family Contract

4. Copy of Birth Certificate and Social Security Number (Kindergarten and new students)
5. Prior to registration, each new family must schedule an admissions conference with the school administrator. (Students in Grades 7-12 must attend with parents.)
6. Students who seek admission in Grades 7-12 must give evidence that they are pursuing a Christian lifestyle.
7. Kindergarten students are only considered if they are 5 years old by September 1st.
8. Immunization records must be up to date with local health department requirements.
9. Medical physical: students entering Kindergarten, 6th, 9th grades, and new students.
10. Dental exam: students entering Kindergarten, 2nd, 6th grades, and all new students.
11. Vision exam: students entering Kindergarten and new students.
12. Academic and behavioral records from last school attended (if applicable)
13. Students may be excluded from school by October 15th, if requirements are not met.

REGISTRATION

Families currently enrolled in the school will be given the first opportunity to register for the upcoming year. They will be able to register all children already enrolled and any non-enrolled siblings of these children who qualify for admission to MAPS. Please note, however, that no sibling being enrolled for the first time will be given precedence over a currently enrolled student. Members of Christ Tabernacle, where children are not currently enrolled, will be given the opportunity to enroll new students prior to the beginning of open enrollment.

Once a class is filled to capacity, a waiting list will be started. This list will consist of two sections, one for Christ Tabernacle members and one for the general public. If an opening becomes available, families will be contacted in the order in which their name appears, with first options given to church members.

ALLERGIES

Please note that it is essential that all allergies that your child has are listed in the space provided on the Family Application. Teachers will be made aware of all children with allergies.

ARRIVAL PROCEDURES

The doors to the school will be opened at 7:45 AM each morning. Parents arriving prior to 7:45 AM should not leave students as no supervision is provided for students. After 7:45 AM, students will be properly supervised.

All students being dropped off should enter through the Eva Hunt, or if they are a K-6 student, they will be directed to the playground area. DO NOT let students out at any place other than the areas designated or where supervised by a MAPS staff member. If you choose to walk your student to the building, please park in the east parking lot and walk them to the appropriate doors/outdoor area.

All student drivers must park their vehicles in the south parking lot and enter the building through the south Eva Hunt entrance.

If you arrive after 8:05 AM, you must drop off your student(s) at the north door where our church office is located. Make sure a staff member is there to escort the student inside. Do not leave without knowing a staff member is aware that your student is on campus. This door is equipped with a camera and buzz-in door. Please note that there may be some occasions where we do not hear the door buzz right away because we are in the Eva Hunt Center or the sanctuary. In that instance, you may call the office or a staff member.

ATTENDANCE

Mid-America Preparatory School requires students who are enrolled to attend daily during the entire regular school term. We feel that daily attendance in school is extremely important as we work together to help students realize their God-given potential. Research has shown over and over that academic success is directly related to one's attendance record. Please note the following attendance policy.

1. Mid-America Preparatory School operates on an academic calendar that covers 170.5 student contact days. The school is in session during the hours of 8:00 AM through 3:00 PM on those 170.5 days unless an abbreviated schedule is followed due to inclement weather, teacher in-service days, or other planned early dismissal.
2. Students who are absent for 5 or more days during a **semester** will be in jeopardy of not receiving credit for each class with 5 or more absences. A student in Grades K-8 may be at risk of being retained if the absences are deemed severe enough.
 - All absences require verification regarding those absences. This may be accomplished in the form of a phone call, text message, parental note, or doctor's note, etc.
 - Students with absences due to a death in the family or other family emergencies will be given special consideration.
3. Long-term health issues **MAY** lead to altered guidelines for tracking absences and will be communicated with affected families as the school year unfolds.
4. Tardies will be recorded for all students in Grades K-12. A student who receives 3 or more unexcused tardies to any of their classes in a 9-week grading period will be disciplined by the administrator so as to rectify the situation in an age-appropriate manner.

As a school, we will do all that we can to help students make up their work after an absence. Parents will be asked to help with make-up work at home, especially when the circumstances of the absences can be controlled by the parent/ guardian (family vacation, etc.). Please understand that by choosing to miss school, you are putting your child(ren) at risk academically, not to mention the additional strain it places on the classroom teacher. Excessive and/or repetitive absenteeism due to a prolonged or chronic illness may require homebound instruction on the part of the family or other remedial help. The school will actively support any family dealing with serious injury or illness, though it will be the family that will ultimately be responsible for their child's educational needs being met in such circumstances.

BIRTHDAY PARTIES

Birthdays may be celebrated at school by sharing a special treat with the class. For students with summer birthdays, "half-birthdays" may be celebrated. Celebrations should be treats only (cookies, cupcakes, juice boxes, etc.) that can be shared during class time as planned with the teacher. If lunchtime meals or treats are allowed by the teacher, please help serve and send all items needed for the meal if applicable. The teacher should be notified at least two days in advance. The item(s) should be provided for the whole class.

BULLYING POLICY

The Word of God is clear that we are to love others in the name of Jesus; the Word of God is also clear that we are to maintain biblical standards on issues of morality, even if they are in direct conflict with the views that are accepted in the culture around us.

(As adopted from the Illinois State Board of Education) Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any

school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a perceived race, color, nationality, sexual orientation, ancestry, religion, faith, physical or mental disability, gender identity, order of protection status, status as homeless, or actual, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. MAPS will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by MAPS.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from any form of technology.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student's teacher, building administrator, or parent/guardian. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Discipline for bullying - see discipline policy.

CELL PHONES, ELECTRONIC DEVICES, AND SMART WATCHES

Cell phones, electronic devices, and smart watches are prohibited during the time students are on campus (8:00 AM – 3:00 PM), unless they have specific permission from a staff member. If cell phones, electronic devices, or smart watches are brought to school, they must be stored in the OFF position (not on vibrate) and in the appropriate location. Parents must call or text a staff member if they need to get a message to their student during school hours. See discipline policy for misuse of electronics.

- Grades K-4 should leave their phones and/or electronics in their backpacks until the end of the school day.
- Grades 5-12 should store their phones and smart watches in the office (Room 109).

CODE OF CONDUCT

Each teacher will establish, post, and distribute a list of classroom rules. These rules are consistent with discipline standards set for the school. They will be taught to the students and

enforced during the day. School and classroom rules will focus on areas that include interaction with others, respect for persons and property, obedience, and safety.

The following outlines the general school guidelines for conduct expected of all students:

1. Students will be expected to dress appropriately and in compliance with the Dress Code. This is the expectation while on campus for any event. It is also strongly encouraged while attending school functions off-campus.
2. Students will always be expected to act and speak respectfully to adults and to each other.
3. Only high school students may chew gum on campus. This privilege may be revoked at teacher/administrator discretion.
4. Students will always be expected to respect the property of others.
5. The following offenses will be handled by the administrator and could result in disciplinary action (*see also Discipline Policy*):
 - fighting
 - use of profanity
 - possession of obscene or offensive material
 - harassment or disrespectful behavior directed toward an adult or another student
 - cheating
 - plagiarism
 - vandalism of school property
 - possession of or use of alcohol or other drugs (including prescription medications)
 - smoking and/or possession of cigarettes or other tobacco substances on campus
 - social profiles or comments posted that do not reflect the value system of Christ Tabernacle/MAPS via social media, cell phone communication (text messages, Facebook, Twitter, Instagram, etc.)
6. Students may not bring any type of weapon to school. This includes, but is not limited to: guns, knives (of any size, shape, or length), items used in martial arts, or any item containing gun powder or similar explosive type powder. Toys that simulate any of the above may not be brought on campus for any reason. Students who bring a weapon to school may face dismissal from MAPS.

Neither this Code of Conduct nor the Handbook is intended to be all-inclusive or define all types and aspects of student management standards. The Administrative Team reserves the right to formulate rules and regulations in all matters of student management not otherwise specified.

COMPUTER/TECHNOLOGY USAGE

When you are using a computer, you are to conduct yourself in a respectful and productive fashion. Due to the nature of the equipment, which is the property of MAPS, the following guidelines will be followed:

1. No electronic devices, other than MAPS Chromebooks or MAPS iPads, should be used in the classroom (unless use of a personal device is approved by the supervising teacher and for classroom usage only).
2. When not in use, all Chromebooks should be stored properly at the assigned charging stations.
3. No software is to be used on the computers without the consent of an instructor.
4. Damage to a computer may result in a reimbursement for the extent of the damage payable to MAPS. (Note: We STRONGLY recommend a protective case to avoid any damage.)
5. Students (Grades 5 - 12) will have the option to purchase chargers so that they can transport their Chromebook from school to the home.
6. Classroom teachers may establish additional and more specific guidelines that are to be

followed.

7. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy.
8. The school may require the student to share content in the course of such an investigation.
9. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

CONFLICT: THE MATTHEW 18 PRINCIPLE

¹⁵ "Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. ¹⁶ But if he will not hear, take with you one or two more, that 'by the mouth of two or three witnesses every word may be established.'"

Matthew 18:15-16

The common goal of Mid-America Preparatory School's staff and parents, helping children realize their full God-given potential, can be more readily achieved when a friendly, open relationship exists between the home and the school. When issues of concern do arise, it is important that they be handled in a way that reflects biblical principles. How we, as adults, handle problems or conflict is just as important of a teaching tool as an academic curriculum is for our children. Children learn by the example we set. Therefore, special mention is made of the method for dealing with problems or complaints, which will be followed at MAPS.

ADDRESSING PROBLEMS AND CONCERNS

Please use the following guidelines in handling any problems that may arise during the school year:

1. When a problem or situation occurs between a parent and a teacher, the parent must first contact the teacher. If the problem is not resolved, the parent or teacher should request a conference with the administrator. Contact the administrator directly to set up such a conference, if needed.
2. If your concerns involve school policies and procedures, please feel free to go directly to the administrator.
3. In the event that following the above procedure does not bring satisfactory resolution of a problem, parents may contact the School Board President.
 - a. State, in writing, the problem and steps taken to that point to resolve the problem.
 - b. Submit, through the administrator, your sealed letter to be submitted to the School Board.
 - c. The School Board, in executive session, will meet with parents to address the problem and attempt to bring satisfactory resolution.

SUPPORT STUDENTS AND THE SCHOOL WHEN IN CONFLICT

Parents are asked to support your child and the school by observing the following:

1. Do not discuss issues regarding the school or the classroom with other parents. Always observe the Matthew 18 Principle and go directly to the person involved.
2. Do not address problems with the teacher before school or during the school day. Please arrange a conference or request that the teacher calls during a free time.
3. Do not contact the administration or a School Board member before you have contacted the teacher and followed the Matthew 18 Principle. Communication with faculty and administration should occur via phone, or in-person during the school day,

- by appointment only. Discussions regarding school procedures, personnel and policies should occur on campus in an orderly and safe environment for all involved.
4. Do not speak negatively about the staff or the school in front of your child.
 5. The school and parents should always be ready to discuss problems with a heart towards resolution of the problem.
 6. As you listen to your child, please be open to hear the other side of the issue.

DISCIPLINE POLICY

Mid-America Preparatory School Discipline Policy					
Misconduct	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Classroom Offenses Classroom Procedures Disruptive Behavior	-Verbal Warning	-Teacher/Staff Behavior Management Plan -Parents notified	-Student conference with Principal -Written discipline notice to parents	-Written discipline notice to parents -Possible detention	-Written discipline notice to parents -Possible Detention/Suspension -Parents meet with Principal and/or Dean of Students
General Misconduct Disobedience, disrespect, inappropriate physical contact, transportation infractions, other misconduct	-Verbal Warning -Parents notified	-Student conference with Principal -Parents notified	-Written discipline notice to parents	-Written discipline notice to parents -Detention	-Written discipline notice to parents -Possible Detention/Suspension -Meet with Principal
Dress Code	-Student changes clothes -Parents notified	-Student changes clothes -Written discipline notice to parents -Student conference with Principal	-Student changes clothes -Written discipline notice to parents -Detention	-Student changes clothes -Written discipline notice to parents -Parents meet with Principal	-Student changes clothes -Written discipline notice to parents -1-day suspension -Parents Meet with Principal and/or Dean of Students -BOE referral for anything beyond 5 offenses
Electronics Cell phone misuse Violating technology use	-Student conference -Written discipline notice to parents -Electronics confiscated (Student pick-up at end of the day from Principal)	-Student conference -Written discipline notice to parents -Detention -Electronic confiscated (Student pick-up at end of the day from Principal)	-Student conference -Written discipline notice to parents -Detention -Electronic confiscated (Student pick-up at end of the day from Principal) -Parents meet with Principal	-Student conference -Written discipline notice to parents -Electronic confiscated (Student pick-up at end of the day from Principal) -1 Day Suspension	-Parents meet with Principal -Cell phone turned into Principal at start of each day -1 Day Suspension -BOE Referral for anything beyond 5 offenses

Misconduct	Level 1	Level 2	Level 3	Level 4	Level 5
Major Offenses* Stealing, cheating, forgery, fighting, vandalism, leaving campus without permission, bullying, threats, harassment, sexual misconduct, use or possession of illegal substances, other offenses	-Parent conference -Possible detention or suspension -Possible academic consequences	-Parent conference -Detention and/or suspension	-Parent conference -Up to a 3-day suspension	-Parent conference -5 to 10-day suspension	-Recommendation for expulsion

*MAPS (teachers, administration and/or BOE) reserves the right to choose the appropriate level of discipline for major offenses up to and including expulsion.

It should be mentioned that student discipline can result from problems that occur away from school, i.e. negative posts on social media, text messages, etc. *These policies have been established in an effort to help protect your children.*

BEHAVIORAL CONTRACT

From time to time, it is necessary to put a student on a Behavioral Contract as the last resort before potential dismissal from school. The school administrator will review the terms periodically (possibly with Board oversight), and any students who violate the stipulations noted on the contract will be asked to withdraw from the school.

DISMISSAL FROM MAPS

In addition to student behavior, the following may result in dismissal from MAPS:

- Parent(s) will not cooperate with the administration of the school
- A student's negative influence makes it inadvisable for the student to remain at MAPS
- Continual failure to achieve academically or continual lack of effort

WITHDRAWAL FROM MAPS WITHIN THE SCHOOL TERM

If it becomes necessary to withdraw your child from MAPS, the following must be done:

1. Prior to withdrawal a written notice defining the reason for withdrawal must be submitted to the School Board through the administrator. **Note:** If the withdrawal is based on an academic or other student related problem it will be assumed that the family has taken the necessary steps to resolve the problem, with the support of the school.
2. It is the BOE's expectation that all debts owed to MAPS will be paid in full at the time of withdrawal. **Note:** Report cards, transcripts or other school records will not be sent until all financial obligations with the school are met.

EXPULSION FROM MAPS

In the event that a student is recommended by the administrator to the School Board for expulsion from MAPS the following appeal process is available to parents:

1. Within one week from the date a student has been expelled from MAPS, a parent/guardian must submit a letter to the School Board through the administrator stating their reasons for appealing the decision.
2. Parents may, in the letter, request an opportunity to meet in executive session with the full School Board and the administrator of MAPS.
3. Parents are reminded that we are committed to following biblical principles. Based on Romans 13:1-10 the decision of the School Board will be final after the appeal process has been carried out.

DISMISSAL PROCEDURES AFTER SCHOOL

School is dismissed promptly at 3:00 PM on regular school days.

Students who are to be picked up will be dismissed from the north exit of Eva Hunt Ctr. Vehicles should not move until authorized to do so by a staff member. **Parents who pick their children up should wait for them in their car** on the road east of the Eva Hunt Ctr. where a staff member will facilitate the student coming to the car safely. Parents may come to the Eva Hunt Ctr. to escort their children if they feel the need to, but should park in the east parking lot and walk to the building to do so. Please do not go to the classroom.

Bus riders will gather in lines in the Eva Hunt Center, one for the Vandalia/Brownstown/ Ramsey bus and one for the Shelbyville/Tower Hill/Pana bus. When all the students are present and accounted for, they will be dismissed from the south side exits of the Eva Hunt Ctr. to their respective buses by a staff member.

Early dismissals will follow the same procedures as outlined above.

MAPS is a closed campus. Once on campus, students may not leave before normal dismissal time without permission from a parent. Notification should be directed to the student(s) teacher & administrator. Notification may be in the form of an email, text, note, or phone call (to the office). Prior to the student leaving, a parent or approved adult must come to the school office, or have a staff/administrator escort the student to the car for non-driving students. Staff, students, and/or parents will need to sign student(s) out as well.

DRESS CODE

Our appearance should in no way distract from the learning process. Therefore, our dress code is defined by these three specific standards: Modesty, Appropriateness, and Neatness.

<p style="text-align: center;">Modesty</p> <p>Refers to considering what our clothing and behavior represent. Everything we do is an expression of our relationship with God.</p>	<p style="text-align: center;">Appropriateness</p> <p>Defined as presenting oneself in a manner that fits the occasion.</p>	<p style="text-align: center;">Neatness</p> <p>Defined as a look that is clean with clothes that are proper fitting and in good repair.</p>
--	--	--

Parents have a responsibility to ensure that their student(s) arrive at school in proper dress. Students are required to be in dress code until 3:00 pm, Monday through Friday, unless otherwise directed.

Uniforms must be purchased through Luers Group via MAPS Store on www.luersgroup.com or at the Luers Group storefront located at 1520 S. MacArthur, Springfield, IL; 217-528-1012. Luers Group offers clothing alterations for length & width.

<p>Skirt/Dresses: <u>Length must touch the ground when kneeling.</u> Shorts/leggings must be worn under skirts & dresses.</p> <p>Leggings: must be solid color navy or red. (Skorts will come with shorts attached.)</p>	<p>Jackets/Sweaters: Clothes under jackets/sweaters must follow the dress code. Jackets/sweaters purchased through Luers Group are allowed at any time inside the building.</p>	<p>PE Uniforms: Students in JH/HS must dress out for physical education activities when deemed appropriate by the PE Teacher. PE Uniforms are available for purchase through Luers Group.</p>	<p>Monday Only: Students may wear any MAPS shirts or MAPS hoodies with uniform pants/skirt.</p> <p>Friday Only: Students may wear any shirt/hoodie (with appropriate graphics and appropriate fit) with uniform pants/skirts.</p>
--	--	--	---

<p>Shoes must completely enclose the foot, be clean, and not falling apart.</p>	<p>Hygiene Students should be clean without body odor.</p> <p>Nails: Clear polish and white french tips are allowed; no colored polish of any kind. No glue/press-on nails.</p>	<p>Hair must be clean, groomed, a natural color, not interfere with learning, and not in the face. Boy's hair must be worn down and off the collar. Facial hair should be neatly trimmed. Hairstyles that are historically associated with race, ethnicity, or hair texture are allowed.</p>	<p>Accessories No earrings may be worn.</p> <p>Necklaces, rings, and bracelets are allowed.</p> <p>Any makeup must be natural-looking and not excessive.</p>
--	---	---	---

EMERGENCY CLOSING AND INCLEMENT WEATHER

In the event that MAPS would close due to an emergency or due to inclement weather, the closing announcement would be made over local radio stations and television channels, and on

social media platforms, as well as Remind system message. If school is in session and we have to close early, we will communicate via Remind, social media, and text messages (if necessary). A list of where the closings will be posted will be communicated in the fall.

EMERGENCY DRILLS

Students will be taught and the school will practice what to do in the event of a fire, tornado or school emergency “lock down.” Drills will be done on a routine basis and documented in school records. Selected faculty and staff will also be trained in emergency procedures including the use of fire extinguishers, CPR, AED and emergency first aid.

FAITH’S LAW

1. The school has developed an employee code of professional conduct policy that addresses all required elements specified in 105 ILCS 5/22-85.5(d).
2. The school has posted its employee code of professional conduct policy on its website, if any, and included the policy in any staff, student or parent handbook provided by the school.
3. The school has notified the parents or guardians of enrolled students of the availability of the Sexual Abuse Response and Prevention Resource Guide at the beginning of each school year and has linked the resource guide on its website.
4. The school provides notice to the parents or guardians of an enrolled student with whom an employee, agent of the school, or a contractor of the school is alleged to have engaged in sexual misconduct as defined in Section 22-85.5 (c) of the School Code.
 - a. “Yes” means the school received an allegation and provided notice to the parents or guardians.
 - b. “No” means school received an allegation and failed to provide required notice
 - c. “N/A” means no allegations of sexual misconduct involving enrolled students were received within the monitoring process.
5. The school provides notice to the parents or guardians of a student when any formal action has been taken by the governing body relating to the employment of the alleged perpetrator following the investigation of sexual misconduct, including whether employment was terminated or whether the governing body accepted the resignation of the employee.
 - a. “Yes” means the school received an allegation and provided notice to the parents or guardians.
 - b. “No” means school received an allegation and failed to provide required notice
 - c. “N/A” means no allegations of sexual misconduct involving enrolled students were received within the monitoring process or an allegation as received by did not result in any formal action against the alleged perpetrator. (Reporting requirements under D still apply for any allegation of sexual misconduct.)

The Sexual Abuse Response and Prevention Resource Guide (Faith’s Law) is in our Handbook and also on our website for you to review.

FIELD TRIPS AND TRANSPORTATION

Field trips may be scheduled for students of all ages. Parents will be notified of the trip in advance and required to sign permission form. Parent volunteers will be requested for each trip to provide for greater safety. Transportation details will be explained to parents in advance and will meet all the safety standards pertinent to the transportation of children.

GRADING

Grades are assigned to students as a means of providing both student and parent with a clear picture of academic progress as well as behavioral assessment. Academic grades and behavioral assessment are reported to parents every 9 weeks. In addition, Grades 5th-12th will receive mid-term progress reports, issued at approximately 4 - 5 weeks into each grading period.

The following grading system/scale will be used at MAPS:

<p>Kindergarten: Teachers will use the following system, without an accompanying numeric grade, in Phonics, Language Arts, Math, Science and Social Studies. Also, Classroom Behavior that contributes to the learning environment, Bible, Practical Skills, Art, Computer, Music and P.E. will be graded as follows: E = Excellent S = Satisfactory (at grade level) N= Needs Improvement U= Unsatisfactory (indicates no effort toward progress)</p> <p>Kindergarten students will also be assessed as to when the following items have been secured: recognition of letters, letter sounds, recognition of shapes, counting, money recognition and value.</p>	<p>Grades 1-4: Teachers will use the traditional grading scale as follows, with an accompanying numerical grade for all core classes: A = 90 -100 B = 80 - 89 C = 70 - 79 D = 60 - 69 F = 59 and below</p> <p>Grades will be computed using the following formula: 50% - Test grades 25% - Class quizzes 25% - Daily work (seatwork/homework)</p> <p>Teachers will use the following system, without an accompanying numeric grade, in Art, Music and P.E. will be graded as follows: E = Excellent S = Satisfactory (at grade level) N= Needs Improvement U= Unsatisfactory (indicates no effort toward progress)</p>	<p>Grades 5-12: Teachers will use the traditional grading scale as follows, with an accompanying numeric grade. A = 90 -100 B = 80 - 89 C = 70 - 79 D = 60 - 69 F = 59 and below</p> <p>Grades will be computed using the following formula:</p> <p>Quarter Grades (9-week grades): Point values assigned to daily participation, homework, and projects by the teacher. All tests equal or greater than 100 percentage points.</p> <p>Semester grades: 45% - 1st 9-weeks 45% - 2nd 9-weeks 10% - Semester exam (if applicable)</p>
---	---	--

9-WEEK TESTING POLICY

Students in Grades 9-12 may take 9-week tests in each of their academic (core curricular) classes and may also be required to take 9-week tests in their elective classes. Projects/other assignments may be assigned in lieu of tests.

SEMESTER EXAMS

Students in the Grades 9-12 may be required to take cumulative semester exams.

- Semester exams will count as 10% of the student's semester grade.
- A maximum of three exams can be given in a normal school day.
- Exams will be given during a reasonable time period for completion.
- Students who miss an exam due to an excused absence will make up the exam at a time set by the teacher. Permission to take an exam at a time other than the normally scheduled time may only be granted by the administrator.
- Projects/other assignments may be assigned in lieu of an exam.
- Every student will take at least ONE exam, regardless of their exemption status.
- Exemption policy:
 - Students with a 90% or better with no more than 3 days absent will be exempt from taking a semester final exam in that class.
 - Students with an 80% with no more than 2 days absent will be exempt from taking a semester final in that class.

- Dual credit students who have two or more college finals and meet above exemption qualifications, will be exempt from a MAPS final.
- These exemptions can be overridden at the discretion of the teacher and administrator as each instance of absence will be looked upon on a case-by-case basis.
- Any absence because of an ISS or OSS will automatically result in that student taking all of their semester final exams.

HIGH SCHOOL ADDITIONAL COURSE OFFERINGS/PROGRAMS

Drivers Education

- Drivers Education is offered to age appropriate students.
- The book work and testing will be administered by MAPS.
- Behind the wheel driving will take place with the Cowden-Herrick School District.
- Students will be required to pay the Cowden-Herrick School District a fuel fee.
- Before students can be transported off campus for driver's education, parents will be required to sign a permission/acknowledgement form.
- The administrator will notify parents of driving times and who is transporting students to and from the school building.

College Credit

- If the student's schedule allows, Juniors and Seniors will be allowed to enroll in dual credit courses.
- Course offerings change yearly and fees will be discussed at time of enrollment to the college course.

Work Study/CO-OP

- Seniors who are in good standing with attendance and passing grades will be considered for work study/CO-OP opportunities.
- These students should make a request to the administrator no later than July 1st of the academic year to allow for scheduling.

HOMEWORK

In Grades K-4, our goal is to begin using homework on a limited basis to help students begin to develop the homework and study habits that they will need as they progress through school. We believe it is not too early to begin to address the issues of time management and responsibility in these young students. In addition, homework will help to reinforce the importance of the home and family in the education of students as you spend time each night working with them.

All homework assignments will be for the purpose of reinforcing teaching, providing guided practice, strengthening areas of weakness, and/or advancing areas of strength. No homework will be assigned as "busy work" unrelated to our goals and objectives. In addition, homework may sometimes consist of work a student did not complete in class. Additional homework will never be given as a disciplinary measure.

Grades K-8 may utilize "Daily Folders" to communicate both homework and school information to parents. Suggestions will be made to parents on academic areas to work on with your child at home throughout the week. These suggestions will address new concepts being

taught to the entire class, as well as specific areas of individual strengths and weaknesses to be reinforced at home.

In addition, the following guidelines on homework will be observed:

1. All homework assigned must be completed in a satisfactory manner and turned in on time.
2. Unsatisfactory work will be returned to the student to be re-done and submitted at the discretion of the teacher.
3. In Grades 5-12, late work will be assigned a penalty as determined by the teacher.
4. It is the expectation of the school that parents will work with the teacher to ensure that all work is satisfactorily completed and turned in on time.
5. We will attempt to assign minimal homework on Wednesdays.
6. If a student is **absent because of illness** on the day a project/special assignment is due, the project must be turned in on the first day the student returns to class.
7. If a student will be absent on the date a project or assignment is due **because of a planned absence**, such as a family trip or other non-illness related reasons, the project may be required to be turned in prior to the absence.
8. Students who are absent from school will be expected to complete all make up work in a timely fashion. **Teachers, at their discretion, may give students up to 2 days for each day the student is absent to turn in required work.** The time to submit required work may be extended if the administration deems it necessary.

HONOR ROLL

Each 9-weeks and at the semester, MAPS will recognize those students in Grades 5-12 that have demonstrated a special measure of academic success, acknowledging their accomplishment.

Students can be named to any of four academic honor rolls during the school year as follows:

- *HIGH HONORS* - All grades for the 9 weeks must be 90% or higher.
 - This requires all A's.
- *HONORS* - All grades for the 9 weeks must be 80% or higher.
 - This requires all A's and B's.
- *HONORABLE MENTION* - All grades for the 9 weeks must be 80% or higher, but a student may have no more than one grade at 70-79% if he/she has at least one 90% or above. In other words, you must have an "A" in a core class to replace the "C".

For graduating Seniors, designations for honors graduates will be as follows, based on the total cumulative GPA earned during high school:

- Summa Cum Laude+, "*With Highest Distinction*" GPA above 4.0 - (Multi & Gold Cords)
- Summa Cum Laude, "*With Highest Honor*": GPA of 3.9 and above - (Gold Cord)
- Magna Cum Laude, "*With Great Honor*": GPA of 3.75 to 3.89 - (Silver Cord)
- Cum Laude, "*With Praise*": GPA of 3.5 to 3.74 - (Navy Cord)

*Each honors graduate will be given a color coordinated honors cord at the MAPS graduation ceremony to acknowledge the above designation of honors.

Averages are computed by assigning the following point values to each letter grade:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

- (In a Dual Credit college course, it is computed as the above-listed grade point values, plus 1 point.)
Please note: Students transferring to MAPS with high school credit will have their grade point average recalculated based upon MAPS's grading scale.

ILLNESS

Students, faculty, and staff who have a temperature of 100°F or higher, or who have experienced diarrhea or vomiting overnight must remain at home. If any symptoms are EXPLAINABLE (i.e. allergy-like symptoms consistent with past health norms of the individual), they are allowed, and strongly encouraged, to attend school.

Parents of students who become ill while at school will be called and asked to pick their student up. Students, faculty, and staff must remain at home for 24 hours after their last occurrence of vomiting, diarrhea or fever over 100°F. In some health situations, students, faculty and staff may need to remain home for a longer period of time, as deemed necessary by health care officials.

LUNCH

Students in Grades K-12 will bring lunch from home at least two days every week, on Mondays and Fridays; an optional hot lunch will be offered on Tuesdays, Wednesdays and Thursdays for a cost of \$4.00 daily. The menu for these three days will be announced via the monthly calendar which will be distributed to each student, sent through the Remind message system, and also posted on the website. **MAPS is a closed campus.** Students are not allowed to leave campus for lunch. (See dismissal procedures for leaving campus.)

Lunch guidelines are as follows:

1. For students in Grades K-4, microwaves are not available; thus, lunches should NOT include items to be warmed up (Kid Cuisines, Hot Pockets, etc.).
2. Students in Grades 5-12 will have limited use of microwaves.
3. Please do not send excessive amounts of candy and sweets with lunches.
4. Students may NOT purchase drinks from the vending machines during lunch time.
5. Please do not send soda drinks or energy drinks for use during school hours.
6. If the school provides a light lunch or snack for a student who did not bring a lunch, a fee of \$4.00 may be assessed per day.
7. Lunch boxes must have the student's name on it.

MAPS FAM (Fundraising and Ministry)

The cost to educate your child(ren) surpasses the amount you pay in tuition; therefore, we must fill the gap. Fundraising means to engage in the organized activity of raising funds. Ministry means to serve. MAPS FAM organizes ways to serve our school. We promote fellowship for the MAPS family and encourage community engagement with our school. Throughout the year we host events and sales and through group effort we support our school and one another. We also connect with school administration and staff to coordinate volunteering at school. MAPS requires a minimum of 7 hours of volunteer service (per family) to the school per semester until a total of 14 are reached for the year. The hours must directly benefit MAPS. Volunteering can be done in person or through donating specific items when posted. Grandparents can also volunteer to earn your family hours. Each quarter, your total volunteer hours recorded will be sent home with report cards until you reach 14. If you have not obtained 7 hours by the end of 1st semester, you will need to pay \$25 for each hour short. The amount due will be added to your tuition account balance if not completed as required. It is the family's responsibility to report hours completed to mapspto@gmail.com.

1. MAPS FAM meets on a quarterly basis or as needed, all parents/guardians are welcome to attend meetings. Families earn 1 volunteer hour for each attended meeting.
2. MAPS FAM plans and conducts fundraisers. Families earn various amounts of volunteer hours for participating/attending/selling/donating. Families will have an option to pay per fundraiser to opt out of participating.
3. MAPS FAM maintains a Parent Connections FB group.
4. MAPS FAM maintains lists of parents who are willing to serve as volunteers in the school and when there are special needs. Please note that if you will be working directly with students when volunteering you must fill out the "Volunteer Form" and have safety training (most likely a video).
 - a. Some volunteer examples include cleaning up after an event, cleaning a classroom, assisting a teacher as needed, morning drop off/recess supervision, assisting with lunch prep/serving/clean-up on hot lunch days, setup/clean up for school functions, chaperone field trips, sharing special talents or vocations...

MEDICATION ADMINISTRATION POLICY

1. Parents must sign a **Medication Administration Release and Authorization Form** requesting that medication can be given during school hours.
2. Each child requiring medication at school shall have a plan for the administration of the medication developed and managed through the school office. The building administrator, the classroom teacher, the school secretary, and the parents will reach a consensus as to who will be responsible for administering the medication or supervising the child in self-administration.
3. Only those medications which are necessary to maintain the child in school should be given during school hours.
4. The school and school personnel incur no liability for injuries occurring when administering medication.
5. It is the responsibility of the parent to obtain written orders for all medications from the child's physician. Prescription medication will not be administered without written orders from a licensed physician.
6. Medication must be brought to school by the parents in the original package or an appropriately labeled container which contains the same information as the prescription package.
7. Medication must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration must be refrigerated in a secure area.
8. Unused medication must be removed from the school by the parents. Medications not picked up by the end of the school year will be disposed of by school personnel in the presence of a witness.
9. The responsibility for taking medication at the prescribed time of day rests solely on the student. In other words, the student is held responsible for contacting the appropriate school personnel at the appropriate time to give the medication.
10. All medication must be taken in the presence of school personnel.
11. The above policies include, but are not limited to the self-administration and self-carry of asthma medication, epinephrine auto-injectors, and diabetes medication.

PROMOTION

Kindergarten students should have the behavioral maturity and the academic skills needed to progress with the curriculum. A student who still has a significant number of "N's", "U's", or C's and D's on their report card will be considered for retention. Parents will be notified as soon as the school becomes aware of academic or behavioral problems. Parents will be asked to provide remedial help over the summer for students who are experiencing academic problems.

Mid-America Preparatory School reserves the right to deny promotion to first grade to any student who has not mastered the basic skills necessary to participate in the Grade 1 curriculum.

Students in Grades K-4 must have a 60% or better average in all graded areas. They must be able to read both silently and orally with adequate speed and comprehension. In addition, they must display the behavioral and social maturity necessary to benefit from the next grade curriculum. This includes, but is not limited to, the ability to work independently on assigned tasks and to interact positively with peers on a regular basis. Students who do not meet academic requirements will be required to receive remediation over the summer.

Students in Grades 5-12 must pass all of their core courses (Bible, Language Arts, Math, Science and Social Studies) to be promoted to the next grade. Students who fail one or more of their core subjects will be required to complete an approved remediation program over the summer. Parents will be informed regarding concerns about promotion as soon as the school becomes aware of a potential problem or no later than the beginning of the fourth grading period. Specific concerns regarding areas of deficit will be communicated throughout the entire school year and every attempt will be made on the part of the teacher to promote success for all students.

It is crucial that all parents be involved directly in their child's education. This is especially true for those students who may need some remedial help in difficult subject areas. Parents may be asked to agree to evaluation as it relates to either academic performance or behavioral concerns. This may be obtained through either the public schools or community resources. Failure to seek evaluation and/or support services may result in dismissal from the school.

SCHOOL BOARD MEETINGS

The MAPS School Board meets quarterly (August – July) with the dates, times and locations to be announced on the monthly calendar distributed to all students. Meetings may occur more frequently, but the aforementioned method of communicating the meetings will be used. School Board meetings are open to school parents and faculty/staff. If parents want to bring an issue to the Board they must send their item to be included in the agenda, in writing, to the administrator one week prior to meeting. Please note that after the Board handles general business, the meeting will be concluded for guests and the Board will enter into a closed executive session. Call the administrator for more information in regards to the next scheduled School Board Meeting.

SCHOOL SUPPLIES

The ACTS Ministry of Christ Tabernacle generously provides the school supplies needed for each student. Supplies will be delivered directly to the classrooms and will be available to the students on their first day of class. A limited selection of lunch boxes and backpacks will be available at the Back-to-School Parent Meeting, should you need them. If possible, a family donation to the ACTS Ministry for this gift of school supplies would be appreciated.

STANDARDIZED TESTING

For students in Grades K-10, MAPS will utilize student testing primarily to track and monitor student achievement. These testing materials may include, but are not limited to: the Iowa Tests of Basic Skills. Specific information regarding standardized testing will be communicated during the school year. It is our goal as a school to use standardized testing in a responsible manner that will truly benefit the school, the student, and the parent.

Students in either Grade 11 (preferred) and/or Grade 12 will be guided to take either the ACT or SAT college entrance exam in preparation for post-secondary education. All 11th and 12th graders will be trained in CPR during this time, as long as they have taken the ACT, or have it scheduled

to take (11th Grade).

STUDENTS DRIVING TO SCHOOL

The following guidelines are for those students who are qualified to drive a motor vehicle to and from school. These guidelines will be strictly enforced. Failure to follow these guidelines will result in the loss of driving privileges on the Mid-America Preparatory School campus:

1. All student vehicles must be parked in the south parking lot and enter the building through the south Eva Hunt door.
2. No student, other than those who have been distinguished by the parents on the Enrollment Application, may be in the vehicle before, during, or after school.
3. If elementary siblings are transported (Grades K-4) they must be walked to and from the vehicle by the driver.
4. Once parked on campus, exit and lock the vehicle.
5. Students may not return to their vehicle at any time during the school day without permission from the administrator/teacher.
6. In the event that school is dismissed early due to inclement weather, student drivers will be allowed to leave early with parental permission.
7. Unless a student is involved in a supervised after school activity they must leave campus no later than 3:15 PM daily. If prior arrangements have been made with a teacher, it is acceptable to stay later to work on school-related activities. This **must** be supervised.

STUDENT RECORDS POLICY

As an Illinois State Recognized School, rules concerning student records at MAPS are based on requirements of the Illinois School Code (Illinois General Assembly), 23 Illinois Administration Code Part 425 (Illinois State Board of Education), federal Family Educational Rights and Privacy Act (“FERPA”) and on the School Board’s Student Records Policy. The “Student Temporary Record” consists of all information that is of clear relevance to the education of the student, but is not contained in the student permanent record, including a record of release of temporary record information, scores received on state assessment tests, the completed home language survey form, information concerning serious disciplinary infractions resulting in suspension, expulsion, or the imposition of punishment or sanction and information provided under the Abused and Neglected Child Reporting Act. Any current or former student that is reported as a missing person by the Illinois State Police that requests records shall be reported by the building administrator to the local and state authorities. It may also include family background information, teacher evaluations, intelligence test scores, achievement test scores, aptitude test scores, psychological and personality test results, discipline information, teacher anecdotal records, special education files, any verified reports or information from non-educational persons, agencies or organizations, and records of honors and awards received and participation in school-sponsored activities. Student Temporary Records will be destroyed five years after a student graduates or permanently withdraws from school.

TRANSFER OF STUDENT RECORDS

The Student Permanent Record and selected Temporary Records shall be transferred as required by law to the records custodian of another school in which the student has enrolled or intends to enroll. Parents are requested to fill out the form titled “Transfer of Student Records” of intent to enroll a student in another school and/or district. Upon request, MAPS will provide the parent with a copy of ISBE Form 33-78 (3/15) “Student Transfer Form.” A child can be excluded from entry into an Illinois public school if this form is not presented. Certified copies of transfer students’ records will be requested within 14 days of enrollment. MAPS will send unofficial records of students transferring to other schools within 10 days of the request. Before we allow a student to transfer, the

following steps are followed:

- a. The student account is checked to ensure that their balance is paid in full. If there is an unpaid balance, an unofficial record is sent to the receiving school. If the balance is paid in full, an official record is then sent to the receiving school.
- b. Check student file to ensure that it is complete.
- c. Check “Missing Children’s List” on the Illinois State Police website. If a child is missing, contact the Illinois State Police and provide them with any information that we have available.

INSPECTION OF RECORDS

A parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all permanent and temporary records of that parent’s child. A student shall have the right to inspect and copy his or her permanent record. The request for inspection of records shall be submitted in writing to the school. Within fifteen (15) school days of receipt of the request, the administrator or designated representative shall have an informal conference with the parents to interpret the information contained in the student temporary record. The parents shall be notified at this time of their right to challenge any part of the record and the challenge procedure.

When requested, copies of school records shall be provided to the parents at a possible cost of \$.50 per page. No parent shall be denied a requested copy of records due to inability to bear the cost of such copying. Records sent to other schools or other persons or agencies requested by the parent will be sent without cost to the parent.

CHALLENGE PROCEDURES

Parents shall have the right to challenge any entry exclusive of grades in the school student records on the basis of: accuracy, relevance, or propriety. The request for a hearing shall be submitted in writing to the administrator or designee of the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge. An informal conference with the parents shall be held within fifteen (15) school days of receipt of the request for a hearing. If the challenge is not resolved by the informal conference, formal procedures shall be initiated as outlined.

ACCESS TO RECORDS WITHOUT PARENTAL CONSENT

Records may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided the parents are notified as soon as possible of the information released, the date of release, the person, agency or organization receiving the information and the purpose of the release. The school shall grant access to, or release information from, school student records without parental consent or notification:

1. To an employee or official of the school or school district or State Board of Education, provided such employee or official or State Board of Education has a demonstrable educational or administrative interest in the student, and the records are in furtherance of such interest;
2. For the purpose of research, statistical reporting or planning, provided that:
 - a. such person has permission of the State Superintendent of Education; and
 - b. no student or parent can be identified;
3. Pursuant to a court order.
4. Review of Records - All school student records of currently enrolled students shall be reviewed to verify entries and eliminate or correct all out-of-date,

misleading, inaccurate, unnecessary or irrelevant information every four years.

DESTRUCTION SCHEDULE FOR STUDENT SCHOOL RECORDS

Student Permanent Records shall be kept for 60 years. Student Temporary Records, including the records of special education students, shall be maintained for five years after the student transfers, graduates, or permanently withdraws from school. Information maintained by staff members for their exclusive use shall be destroyed by the staff member maintaining the information not later than the student's transfer, graduation, or permanent withdrawal from the school.

SUPERVISION OF STUDENTS

MAPS will provide adequate supervision for all students (Grades K – 12) from **7:45 AM** through **3:15 PM** each day that school is in session. During arrival and dismissal times students and parents will be expected to follow all of the established school rules designed to insure their safety.

PHONE USE AND MESSAGES

During the school day, if a student must contact a parent due to illness or for any other reason, the teacher or administrator will place the call or send a text message. Likewise, parents may communicate important messages to their students via the teacher or the administrator only.

VISITORS

MAPS is a closed campus. All visitors and volunteers must check in through the main office (north doors) to receive permission to remain on campus. Doors will be secured shortly after the student body convenes at 8:00 AM and will remain secure until students are dismissed at the end of the day.

Visitors interested in enrolling at MAPS who visit classes are expected to abide by all MAPS rules, including dress code regulations. Students who desire to bring guests to class must secure permission from the administration a minimum of one day prior to the desired visit. (Permission to visit classes is intended for those who are sincerely interested in attending MAPS in the near future.)

TUITION AND FEES

TUITION

Yearly tuition and fees will be determined in the spring of each year and communicated to families at that time, and also in the registration packets distributed at the annual Back-to-School Parent Meeting.

REGISTRATION FEE

A non-refundable registration fee is due each year for each student enrolled (*see Fee Schedule sheet*).

CURRICULUM FEE

A non-refundable curriculum fee is due each year for each student enrolled (*see Fee Schedule sheet*). This fee offsets a portion of the expense of all textbooks needed by students, the purchase of consumable textbooks, computers, and classroom supplies used by the teacher. (Consumable textbooks become the property of the student; however, some may be asked to be turned back in at the end of the year if they are gently used).

DAMAGED TEXTBOOK AND CHROMEBOOK FEE

Textbooks, other than consumables, will be checked by the classroom teacher for damage

upon return. Books that are lost or damaged must be replaced and will be charged to the student at the following rate:

- New 100%
- 1 Year Old 80%
- 2 Years Old 60%
- 3-5 Years Old 50%
- Over 5 Years Old 40%

ADDITIONAL SERVICES QUARTERLY BILLING

Accounts for lunch will be broken down quarterly as noted on the school calendar. Payments are expected to be made quarterly, at the least. (Lunch accounts should be paid in full each quarter). Transportation is paid directly to CIPT monthly. MAPS reserves the right to require a credit card payment if families are deficient in payment.

RETURNED CHECK FEE

A \$25.00 fee may be assessed for returned checks and future payments will need to be made in cash.

OVERDUE ACCOUNTS

Because of the tight financial constraints under which we operate it will be necessary for the school to withdraw any student whose account has fallen in arrears, until the account is made current.

LATE PAYMENT

All student outstanding debt is due on or before June 30 of the same school year in order to enroll for the following school year. Additional services, such as transportation (if applicable) and lunch, will be withheld if families are significantly behind on their accounts. If extenuating circumstances exist, a written request can be submitted to the Board of Education for consideration on or before April 30 during the same school year.

PAYMENT OPTIONS

- A MINIMUM payment of 25% is required quarterly.
- The payment plan will be evaluated by the administrator and the BOE every quarter. If there is an issue with payment, the BOE will work with the situation in the form of an individualized and specific payment plan.
- The BOE reserves the right to require payment of all contracted obligations upon early withdrawal or dismissal of a student.
- Pay tuition in 10 or 12 equal monthly installments
- Pay tuition in full (*see Full-Payment Discount*)

FULL-PAYMENT DISCOUNT

A discount is available for families who choose to pay their tuition IN FULL by the first day of school.

MULTIPLE CHILD DISCOUNT

Families enrolling two or more children are eligible for multiple-child discounts. Please see the Tuition Fee Sheet for the school year (located on the website and distributed at the Back-to-School Parent Meeting) to determine the amount of discount.

MAPS Athletic Policy

COMMITMENT AND DEDICATION

We consider the student athlete to be someone special, someone who can take on and manage added responsibilities. These responsibilities are accepted in order to broaden the athlete and further develop strength of character. It has been aptly put, “You owe it to yourself to always do whatever you do in life to the best and fullest of your ability.”

By being a student-athlete you are representing the Lord, your school and your community. You assume a leadership role when you are on a team. The student body and supporters of MAPS know you, and you are in the spotlight. Because of this leadership role you can contribute to school spirit and community image by your performance and high ideals. The younger students are watching you model what a Christian Athlete is so that they may grow from your actions.

HEALTH, MEDICAL & RELIGION

Being in good health is important for the student athlete. Hidden health concerns may be amplified by the physical exertion of athletic competition. Physical examinations (physicals) are required for all students participating in *inter school* sports involving MAPS and should be submitted to the school office before the start of the sport they will be participating in. Student athletes are allowed to modify their athletic or team uniform for the purpose of modest clothing or attire. This is in accordance with the requirements of their religions, cultural values or modesty preferences.

ATTENDANCE

Attendance is a matter of priority. Being a part of a team carries with it responsibility to the rest of the teammates. As such, a high priority should be placed on attending all meetings, practices, and games. It is understood that today’s society is fast paced and conflicts will arise but please do all that you can to schedule appointments away from practices and games.

If a student athlete is absent from school more than one-half day on a game day, participation for that day will not be allowed. The athlete is required to notify the coach of all absences (including illness). Three unexcused absences will lead to removal from the team.

ACADEMIC ELIGIBILITY

In order to remain eligible to participate in athletics at MAPS each student athlete must be passing all subject areas. A summary of these policies follow.

- A. If a grade falls below a D- in any individual subject, the student athlete is then considered to be on probation for a period of one week. A parent notification is made.
- B. If the grade fails to improve during this period, the student is then placed on academic ineligibility. A parent notification is made, and the coach is informed.
- C. The one exception in this policy is in the first four weeks of school. During these weeks the administrator will remain in close contact with the faculty to determine if any action needs to be taken.
- D. Eligibility reinstatement will occur when the student athlete is once again meeting all eligibility requirements.

CONDUCT ELIGIBILITY

The student has the responsibility of being a leader in the school. If the conduct of any student athlete is unacceptable according to the behavior guidelines stated in the entire unified handbook, or such that it impairs the efficient working of the school, then ineligibility may follow as a consequence. Conduct should reflect Christ in all that is done.

- A. Consideration for conduct ineligibility may be brought to the administrator by any member of the staff. If the administrator determines that action may be needed, the issue will be brought forward for a decision.
- B. A unanimous decision must be reached by the administrator and staff in order for conduct ineligibility to be declared.
- C. Conduct ineligibility for games will remain in effect for a period of one week.
- D. An ineligible student athlete will be given a REQUEST FOR CHANGE OF ELIGIBILITY STATUS form within three (3) days of the end of the ineligibility period. This form must be completed in order to be reinstated to the team.
- E. Parental line of appeal is through the administrator.

Mid-America Preparatory School **Return to Play (RTP) & Return to Learn (RTL) Protocols**

In accordance with the *Youth Concussion Sports Safety Act* and *Board Policy 7.350*, MAPS's Coaches are required to complete online concussion certification training on the IHSA website at <http://ihsa.org/default.aspx>.

Concussion Incident:

Remove a student from interscholastic athletic practice or competition when the student is believed to have suffered a concussion. A student must be removed from an interscholastic athletic practice or competition immediately if one or more of the following persons believes that a student sustained a concussion during the practice and/or competition: a coach; a physician; a game official; an athletic trainer; the student's parent/guardian; the student; or any other person deemed appropriate under the school's return-to-play protocol.

Return to Play Protocol (RTP):

The student removed from interscholastic athletic practice or competition may not return to practice or compete again until each of the following have occurred.

Step 1:

Student **evaluated** using established medical protocols based on peer-reviewed scientific evidence consistent with Centers for Disease Control and Prevention guidelines, **by a treating physician (chosen by the student or the student's parent or guardian or another person with legal authority to make medical decisions for the student) or an athletic trainer working under the supervision of a physician. (This person may-not be a coach of an interscholastic athletics team).**

Step 2:

Student has successfully completed each requirement of the District's Return to Play (RTP) Protocol cited below:

Rehabilitation Stage	Functional Exercise at Each Stage of Rehabilitation	Objective of Each Stage
1. No Activity	Symptom limited physical and cognitive rest	Recovery
2. Light Aerobic Exercise	Walking, swimming or stationary cycling keeping intensity <70% maximum predicted heart rate. No resistance training	Increase heart rate
3. Sport-Specific Exercise	Skating drills in ice hockey, running drills in soccer. No head impact activities	Add Movement
4. Non-Contact Training Drills	Progression to more complex training drills, e.g. passing drills in football and ice hockey. May start progressive resistance training	Exercise, coordination, and cognitive load
5. Full Contact Practice	Following medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6. Return to Play	Normal game play	

Step 3:

Student has completed Return to Learn (RTL) Protocol

Step 4:

The treating physician or athletic trainer working under the supervision of a physician has **provided a written statement** indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn. Student and Parent/Legal Guardian sign and **submit Post-Concussion Consent Form (Appendix C)**.

Return to Learn Protocol (RTL):

While it is true that an athlete must be 100% symptom-free before RTP, they do not need to be 100% symptom-free to RTL. The student may return to school when symptoms are tolerable and manageable, *as long as the school makes appropriate adjustments for the student* (the key point is that the school must understand concussions and necessary accommodations in order for the student who is still exhibiting symptoms to return to learn). The school psychologist and/or the school nurse are the most skilled professionals at the school to help advise the parent and doctor when it is best to return the student to school. Practitioners in concussion management have found it challenging to create a one size-fits-all graduated RTL formula for academics. The complexities of the learning environment do not lend themselves to a linear stepwise RTL model. Instead, as symptoms of a concussion are cyclical and ever changing, the RTL protocol reflects the fluidity needed to choose interventions that are logical, reasonable, and flexible (see chart on the next page).

Guidance for Parent/Guardians/Students:

Steps	Progression	Description of Suggested Examples – Not all Inclusive
1	HOME—Total Rest	<ul style="list-style-type: none"> • Stay at home • No driving • No mental exertion—computer, texting, video games, homework
2	HOME—Light Mental Activity	<ul style="list-style-type: none"> • Stay at home • No driving • Up to 30 minutes mental exertion • No prolonged concentration
Progress to Step 3 when student handles up to 30 minutes of sustained mental exertion without worsening of symptoms		
3	SCHOOL—Part Time Maximum accommodations Shortened day/schedule Built-in breaks	<ul style="list-style-type: none"> • Provide quiet place for scheduled mental rest • Lunch in quiet environment • No significant classroom or standardized testing • Modify rather than postpone academics • Provide extra time, help and modified assignments
Progress to Step 4 when student handles 30–40 minutes of sustained mental exertion without worsening of symptoms		
4	SCHOOL—Part Time Moderate accommodations Shortened day/schedule	<ul style="list-style-type: none"> • No standardized testing • Modified classroom testing • Moderate decrease of extra time, help and modification of assignments
Progress to Step 5 when student handles 60 minutes of mental exertion without worsening of symptoms		
5	SCHOOL—Full Time Minimal accommodations	<ul style="list-style-type: none"> • No standardized testing; routine tests are OK • Continued decrease of extra time, help and modification of assignments • May require more support in academically challenging subjects
Progress to Step 6 when student handles all class periods in succession without worsening of symptoms AND receives medical clearance for full return to academics and athletics		
6	SCHOOL—Full Time Full academics No accommodations	<ul style="list-style-type: none"> • Attends all classes • Full homework and testing
When symptoms continue beyond 3–4 weeks, parent/guardian contact student’s health care provider.		

Step 1:

Student **evaluated** using established medical protocols based on peer-reviewed scientific evidence consistent with Centers for Disease Control and Prevention guidelines, **by a treating physician (chosen by the student or the student’s parent or guardian or another person with legal authority to make medical decisions for the student) or an athletic trainer working under the supervision of a physician.**

Step 2:

Student’s treating physician completes the **School Recommendations Following Concussion Form (Appendix D)** and submits to the school. School staff apply appropriate RTL recommendations.

Step 3:

The treating physician or athletic trainer working under the supervision of a physician has **provided a written statement** indicating that, in the physician’s professional judgment, it is safe for the student to return to play and return to learn. Student and Parent/Legal Guardian signs and **submit Post-Concussion Consent Form (Appendix C)**



ACKNOWLEDGEMENT OF AGREEMENT TO ABIDE BY

THE MAPS PARENT/ STUDENT HANDBOOK

In our complex culture there are many voices advocating neutrality in education. A belief that the facts presented in school should be presented without reference to their true spiritual meaning. We are pleased that as a family you recognize that true education cannot separate God’s truth from the subject taught and have chosen to allow us to partner with you to build a biblical world view in your child’s life within the context of an excellent program. As a staff, we are committed to doing our best to help you as you help your child reach his or her full God-given potential. You can be sure that we are praying for your family and trust that you are praying for us as we partner with you.

This handbook has been prayerfully written to help strengthen the partnership we have entered. While it might periodically be changed, we believe that it provides your family with basic information you need for us to work together in a positive context. We are looking forward to working together with you this year. Please do not hesitate to contact us regarding your concerns and questions. We also look forward to hearing about the victories.

Registration will not be finalized until the following form is signed and returned to the school. In addition, the information contained in this handbook must be shared with your student. This form should be signed and returned to the school.

We have read the **2024-2025 Parent/Student Handbook** in its entirety and agree to support and abide by the information contained within. We understand that the MAPS School Board and Administration reserve the right to add to or delete from the information stated in this handbook. (Parents will be made aware of changes that are made.)

Father/Guardian’s signature _____ Date _____

Mother/Guardian’s signature _____ Date _____

Student #1 signature _____ Date _____
5th – 12th Grade Only

Student #2 signature _____ Date _____
5th – 12th Grade Only

Student #3 signature _____ Date _____
5th – 12th Grade Only



ASBESTOS MANAGEMENT PLAN

July 1, 2023 (revised 3/8/2024)

TO: MAPS Parents and Staff
RE: Annual Asbestos Management Plan Notice
FROM: Rick Allen, Principal & Asbestos Coordinator

This is to inform you of the status of Mid-America Preparatory School's Asbestos Management Plan. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our school was initially inspected for asbestos. Our inspection was conducted on March 6th of 2020. The report said no asbestos was found. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the management plan as required. Our facilities are excluded from said inspection as of the March 8, 2024 correspondence from IDPH.

The Inspection/Management Plan is available for public review in the Mid-America Preparatory Administrative Office. Should you wish to review the plan, please call to make an appointment between 8:00 am and 3:00 pm. Any concerns relative to asbestos containing materials should be directed to contact, Asbestos Coordinator, Rick Allen at 10 N. Myers, Herrick, IL 62431 or Phone (618) 428-5620. You may also contact the Division of Environmental Health, Asbestos & Lead Program, 525 West Jefferson Street, Springfield, IL 62761, or telephone (217) 782-5830.

Rick Allen,
Principal